## CITY OF SANDY SPRINGS GENERAL GOVERNMENT SERVICES TASK ORDER

Title:	Community Development	Task Order	CD-FY20-01
	, ,	Number:	
Applicable	0007, 0008	Issue Date:	
CLIN:			
Period of Performance:		July 1, 2019 – June 30, 2020	
Issued To:			
Requirements (SOW Reference):		WBS 14.0 – WBS 16.01	

#### Workload

#### **Item and Quantity**

#### Planning and Zoning (WBS 14.0) – Zoning Administration (WBS 14.1)

Administer City Zoning Ordinance, review and recommend revisions and updates as needed. The City Zoning Ordinance can be found at http://www.sandyspringsga.org/City-Government/Adopted-Ordinances/Zoning-Ordinances.aspx

#### **Applications Review (WBS 14.2)**

Approximately 195 total permit applications processed per month

Approximately 4 variance requests processed per month

### Comprehensive Planning (WBS 14.3)

Maintain City Comprehensive Plan and draft updates as needed. The City Comprehensive Plan can be found at http://www.sandyspringsga.org/City-Government/Comprehensive-Plan.aspx

Administer an average of \$555,000 annually through the City's allocation of CDBG funds.

## **Administrative and Sign Permitting (WBS 14.4)**

Approximately 10-25 administrative permit reviews per month, completed within 10 business days

Approximately 1 temporary sign permit reviews per month, completed within 5 business days Approximately 1 permanent sign permit reviews per month, completed within 5 business days

#### **Economic Development (WBS 14.5)**

Recruit business, assist in economic development initiatives, develop statistical data on economic indicators and provide to outside entities, prepare materials to assist in attracting economic development and maintain communications with governmental entities as required.

#### **Building and Development (WBS 15.0)**

Revenue generated in Building and Development fees for the past 3 fiscal years<sup>2</sup> is: \$2,482,713 in 2013, \$2,906,357 in 2014, and \$3,817,492 in 2015. Fees for fiscal year 2016 through April 30 are \$2,652,215. The current schedule of Building and Development fees as adopted by the City are attached to this Task Order as Attachment 2.

<sup>&</sup>lt;sup>1</sup> WBS references are to the General Government Services Statement of Work (SOW) attached to this Task Order as Attachment 1.

<sup>&</sup>lt;sup>2</sup> The City's fiscal year is July 1 to June 30.

Workload			
Item and Quantity			
Permitting (WBS 15.1)			
Approximately 100 commercial building permits issued per month			
Approximately 200 residential building permits issued per month			
Approximately 3 rezoning/use permit applications processed per month			
Plan Review (WBS 15.2)			
Approximately 32 zoning plan reviews completed per month			
Approximately 198 Building and Development plan reviews per month			
Building Inspection (WBS 15.3)			
Approximately 1,000 building inspections performed per month			
Approximately 43 certificates of occupancy issued per month			
Land Development Management (WBS 15.4)			
Approximately 300 land development inspections performed per month			
Approximately 41 land development plans reviewed and processed per month			
Code Enforcement (WBS 16.0)			
Approximately 160 code enforcement cases per month			
Approximately 100 sign removals in the right-of-way per month			
Approximately 35 other sign removals per month for code violations			
Approximately 120 notices of violation issued per month			
Approximately 2 multi-family dwelling code enforcement sweeps per month			
Approximately 350 potential code violation inspections per month			
Average of 50-60 code violation cases assigned per code enforcement officer			
Average of 45 cases of code violations adjudicated per month			
Approximately 82 code violation cases resolved per month through voluntary compliance			
Average of 31 business days required for case resolution through voluntary compliance			
Approximately 8 cases resolved per month through forced compliance			
Average of 49 business days required for case resolution through forced compliance			
Total case resolution of 80% within the fiscal year of case initiation			

## Deliverables

In addition to the specific data item descriptions below, for all WBS elements under Community Development, the Contractor shall be required to produce documents including, but not limited to, reports, correspondence in all forms (written, e-mail, etc.), plans and updates, as required in the ordinary course of business or as directed by the City Manager.

Data Item Description	Data Item Number	Submission Frequency	
Planning and Zoning (WBS 14.0) – Zoning Administration (WBS 14.1)			
Performance Report	DI-COSS-GS-004	Monthly	
Comprehensive Land Use Report	DI-COSS-GS-033	Annually	
Application Review (WBS 14.2)			
Performance Report	DI-COSS-GS-004	Monthly	

Deliverables			
Data Item Description	Data Item Number	Submission Frequency	
Comprehensive Planning (WBS 14.3)			
Performance Report	DI-COSS-GS-004	Monthly	

•	d Financial Progress	DI-C	OSS-GS-035	Monthly
Report	n Dormitting (MDC	1111		
Administrative and Signature Performance Report	n Permitting (WBS		OSS-GS-004	Monthly
Economic Developmen	+ (WRS 14 5)	ט-וט	033-03-004	Monthly
Performance Report	t (WD3 14.3)	DI-C	OSS-GS-004	Monthly
Building and Developm	ent (WRS 15 0) _ P			Monthly
Performance Report	ent ( <b>VDO</b> 13.0) — 1		OSS-GS-004	Monthly
	on Report		OSS-GS-034	Monthly
Pending Permit Application Report  Plan Review (WBS 15.2)		DI-C	,000-00-004	IVIOLITIIIY
Performance Report		DI-C	OSS-GS-004	Monthly
Building Inspection (WI	RS 15 3)		7000 00 00+	Wichting
Performance Report	30 10.0)	DI-C	OSS-GS-004	Monthly
Land Development Man	nagement (WRS 15		7000 00 001	Wichting
Performance Report	agement (WDO 10.		OSS-GS-004	Monthly
Code Enforcement (WB	S 16 0)		7000 00 00 1	Wichting
Performance Report		DI-C	OSS-GS-004	Monthly
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	Performance Metri	cs (comp	oleted by Offero	-)
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Contract Labor Category	FTEs	FBR <sup>3</sup>	Price
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Total FTE:	A - N	Total Fixed Price:	
	As Needed Not to Exceed:		
Total Fixed	Total Fixed Price and Base Fee (if any):		
Issued	to:		
City of Sandy Springs Approv	val:		
Da	ite:		

# ATTACHMENT 1 TO COMMUNITY DEVELOPMENT TASK ORDER

# **STATEMENT OF WORK**

See Section J – Attachment 01 for Statement of Work